



### **City of Raleigh Parks and Recreation Volunteer Application**

(Volunteers 18 years & younger must have a parent's signature. Volunteers must also complete the attached background investigation and Park or Program Release & Indemnity Form.) Please print or type.

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (cell): \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Agency or Group (if applicable): \_\_\_\_\_

Special talents or skills: \_\_\_\_\_

What type of schedule would work for you: \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Hours Assigned (if applicable): \_\_\_\_\_ Deadline for completion: \_\_\_\_\_

### **Please sign below when you have read and understand all statements.**

I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest.

I understand that the Raleigh Parks and Recreation Department reserves the right to screen volunteers, and the Department will not accept as a volunteer anyone who would jeopardize any aspect of service or the safety of Parks and Recreation customers and staff.

I understand that if I am unable to show up for a scheduled time for any reason, I am to notify my supervisor as soon as possible.

I understand that if I miss my scheduled date and time of service without prior notification, my volunteer opportunity may be terminated by the affected park site/ program supervisor.

I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the department/division to which I am assigned.

I will also not abuse any information, materials, or hardware I may use or obtain while volunteering.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under 18)

Parks and Recreation Site/ Program Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Non-Discrimination Policy – The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the areas may file a complaint with either the Director of the Raleigh Parks and Recreation or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240

RALEIGH PARKS AND RECREATION  
RELEASE, COVENANT NOT TO SUE, AND INDEMNITY AGREEMENT

I wish to assist with one or more of the Special Events or Recreation Classes provided through Raleigh's Parks and Recreation Department to facilitate the event for my enjoyment, and so that my family and other citizens can participate. I agree that class or event access provides a benefit to me and to my family and is adequate consideration for this agreement. I understand that assisting in this activity involves risk of injury. These risks include inclement weather or excessive heat, falling debris, accidents while traveling or from vehicles traveling to or from the event or parking at it, injuries from equipment problems or failures, proximity to vehicles or equipment (including those producing debris or dust), contact with and actions of event participants, event staff or other volunteers, slips/trips/falls, musculoskeletal injuries, harm from contact with sharp objects or tools, contact with chemicals or irritants, exposure to wildlife (including snakes and biting insects), among others. I choose for myself or for my child to assist in this activity despite the risks.

By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with assistance in this activity. I also agree for myself and for any child assisting to follow all rules and procedures that apply to the activity and to follow the reasonable instructions of the City staff and other supervisors of the activity.

In return for the opportunity described above, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from the activity. If I am allowing a child to assist in the activity, I agree that I am a parent, legal guardian, or am otherwise responsible for the child who is assisting, I agree that I will personally supervise the child during the activity, and I release, waive, and discharge any legal rights that I may assert on behalf of the child assisting in this activity. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorneys fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from assisting in this activity

I understand that the City of Raleigh provides no insurance or worker's compensation coverage for me or for my child. I have read this document thoroughly and understand that by signing this form I am waiving legal rights.

Name of Participant: \_\_\_\_\_

Signature (of parent/legal guardian if under 18): \_\_\_\_\_

Address: \_\_\_\_\_

Printed Name of Parent/Legal Guardian: \_\_\_\_\_

Date signed: \_\_\_\_\_



**City of Raleigh Parks and Recreation Record of Volunteer Hours**

**Volunteer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Agency/ Group ( if applicable)** \_\_\_\_\_

**Dates and hours served (please include month, day and year):**

<b>Date</b>	<b>Hours</b>	<b>Supervisor Signature</b>

**Total hours served at this agency:** \_\_\_\_\_

**Site/ Program:** \_\_\_\_\_

**I verify the volunteer has volunteered the dates and hours as listed above.**

**Signature of Site/ Program Supervisor** \_\_\_\_\_

**The Site/ Program Supervisor must forward a copy of this form to Monica Quechol-Bradley at 2401 Wade Avenue, Raleigh, NC 27607 after hours are completed.**

**CITY OF RALEIGH PARKS & RECREATION INVESTIGATIVE  
BACKGROUND CHECK**

**TO BE COMPLETED BY APPLICANT'S SUPERVISOR**

**PLEASE PRINT**

Supervisor Name/Phone#: \_\_\_\_\_ Position Desired by Applicant: \_\_\_\_\_  
Program or Sport: \_\_\_\_\_ Work Location: \_\_\_\_\_

Briefly describe Position duties and responsibilities (include % of time in contact with children or in supervisory role over participants; % of time left unsupervised by full time staff; other major responsibilities): \_\_\_\_\_

Driving City/Personal Vehicle: ☐ Yes ☐ No Requires Handling City Funds: ☐ Yes ☐ No Applicant will be: ☐ Paid ☐ Volunteer

Name: \_\_\_\_\_  
Last First Full Middle Maiden

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Home Phone # or Cell Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ☐ Male ☐ Female Race: \_\_\_\_\_

**Social Security Request and Statement of Purpose:** To comply with the Confidential Records Law, your Social Security number is requested because you are being considered for employment or volunteer placement with the City of Raleigh Parks & Recreation Department. The Social Security number is required to process a criminal background investigation. *If you have lived outside of North Carolina within the last 10 years, you must provide your full 9-digit Social Security number.*

Social Security Number (last 4 digits): \_\_\_\_\_

**Address History:** Please list residential addresses for the past 10 years. Use back of form or separate sheet, if necessary.

Current Address: \_\_\_\_\_  
Street Address Length of Time at this Residence  
City State Zip

Previous Address: \_\_\_\_\_  
Street Address Length of Time at this Residence  
City State Zip

Prior Address: \_\_\_\_\_  
Street Address Length of Time at this Residence  
City State Zip

Have you ever served time in prison? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered.  
☐ Yes ☐ No

Have you ever been convicted of a felony? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered.  
☐ Yes ☐ No

If you answered "Yes" to any of the above questions, please explain the circumstances:

**AUTHORIZATION FOR BACKGROUND CHECK:**

I hereby certify, by my original signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the City of Raleigh to conduct a Criminal, Department of Corrections, and Sex Offender Registry check on my background while I am employed or volunteering with the Parks & Recreation Department. I understand that providing false statements or falsification of information will result in disqualification of employment. I understand that the City will routinely perform background checks during the period of employment or serving as a volunteer. Information found and not previously disclosed by me, or information made available which was previously not disclosed, will be used by the City as part of the determination of my eligibility to continue in my capacity with the City. I have read and understand these requirements.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY 608 BUSINESS OFFICE STAFF**

**AOC Check:**

**Applicable:**

\_\_\_\_ No Arrest Record  
\_\_\_\_ Arrest Record Attached  
Submitted to ABC

**National Sex Offender Registry Check:**

\_\_\_\_ Negative  
\_\_\_\_ Positive

**NC DOC Incarceration Check:**

\_\_\_\_ No Incarceration Record  
\_\_\_\_ Incarceration Record Attached

**Out of State Check (If**

\_\_\_\_ State(s)  
\_\_\_\_ Date

**Examples of Offenses Considered Unacceptable for Employment/ Volunteer  
with the City of Raleigh Parks and Recreation Department**

Persons charged with and found guilty of the following crimes will not be allowed to work with the City of Raleigh Parks and Recreation Department. This listing of examples of criminal convictions is not exhaustive and conviction for other crimes or repeated charges for the same or similar charge(s) may be considered unacceptable as determined by the Parks and Recreation Director.

Manslaughter  
Murder  
Homicide  
Abduction (of child or adult)  
Robbery  
Carjacking  
Extortion  
Felony Stalking  
Sexual assault/sex offender charges (including incest, crimes against nature, taking indecent liberties with a minor)  
Drive by shootings  
Child abuse/neglect  
Possession of child pornography  
Escape from jail  
Assault charges (assault on a government official, assault with a deadly weapon with intent to inflict injury, assault on a person)  
Prostitution  
Rape  
Embezzlement  
Forgery  
Burglary or Larceny  
Possession of weapon on school grounds, possession of weapons to cause mass destruction  
Resisting a Public Officer  
Domestic Abuse  
Alcohol Offenses (open container offenses, consumption of beer/wine in public, possession of alcohol on unauthorized premises, possession of alcohol under age 21)  
Drug charges (drug possession, possession of drug paraphernalia, maintaining a dwelling for a controlled substance)

3 background searches will be performed on each Candidate/Volunteer:

1: **National Offender Registry Check** = Results available at <http://www.nsopr.gov/>

2. **NC Department of Corrections** = Results available at [http://webapps.doc.state.nc.us/apps/offender\\_servlets/search1](http://webapps.doc.state.nc.us/apps/offender_servlets/search1)

3. **AOC/CCBI Statewide Record Check** = Criminal, Infraction, and Archived record check conducted using AS-400 system. Results for Wake County charges available at Salisbury Street CCBI office (in Wake County Public Safety Center). Records for other Counties must be obtained from their County Court Records office.